

Administrative Order



Administrative Order No.: 4-83

Title: Rules, Regulations and Fee Schedule for Branch Auto Tag Agencies and Fees Paid by Agencies to the County

Ordered: 2/13/2001

Effective: 2/23/2001

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter, and Article XVII, Sections 2-119, 2-120, 2-121, 2-122, 2-123, 2-124, 2-125, 2-126 and 2-127 of the Code of Miami-Dade County.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 4-83, effective June 21, 1994.

POLICY:

This Administrative Order establishes a schedule of service fees for branch auto tag agencies as well as rules, regulations and service fees to be paid by the agencies to the County.

PROCEDURES:

Branch auto tag agencies shall be responsible for complying with all the provisions of Article XVII of the Code of Miami-Dade County and the rules and regulations, as follows:

1. *Location and Physical Requirements for Branch Auto Tag Agencies*

- The County Manager shall designate the area in which an agency may be initially located. Any change of location shall be applied for in writing by the licensee of the agency and must be approved by the Tax Collector, based on improved public service and demographics.
- Office space must be no less than 750 square feet. Convenient, nearby customer parking facilities are essential.
- In conformance with federal guidelines, branch auto tag offices serving the public must be accessible to disabled persons.
- The fee schedule must be prominently displayed in compliance with Sec. 2-123, and shall also list the name of the branch auto tag agency.
- As representatives of the County, branch agency offices= appearance must be neat and clean, conforming to County standards.

2. *New Branch Auto Tag Agencies Subject to Bidding Process*

- The County Manager may award authorization to operate a branch auto

tag agency to the person or entity list maintained by the Tax Collector which offers the highest bid for such authorization. The County Manager reserves the right to waive any informalities, or to reject, at his discretion, any and all bids. All decisions by the County Manager with respect to eligibility and responsiveness shall be final.

- The Tax Collector will issue bid solicitations to persons or entities on the eligibility list which will contain pertinent information and time for response. The bid solicitation will request such information and place such requirements as the Tax Collector shall, at his discretion, deem relevant to the award of a bid pursuant to the provisions of this Administrative Order and applicable ordinance.
- In the event of a tie bid, the County Manager may reject the bids and the Tax Collector may reissue bid solicitations with the amount of the tie bid set forth as the minimum bid.

3. *Branch Auto Tag Agencies Subject to Transfer/Sale*

In the event of a transfer and sale of an existing agency pursuant to Section 2-119.2(f), the Tax Collector shall provide the list of eligible applicants and shall determine that the transfer, including the sale price, is bona fide.

4. *Certification of Branch Auto Tag Agency Employees*

To assure compliance with Section 2-120.2 operators of branch auto tag agencies are encouraged to have their employees certified by attending classes given by the Tax Collector and passing an examination administered by the Miami-Dade County Employee Relations Department.

5. *Reporting, Bonding and Insurance Requirements*

- All documents and moneys described in Article XVII Section 2-123(e) shall be delivered to the Tax Collector's Office no later than five (5) business days subsequent to the first date that a report may be generated by FRVIS 2000 in a closed status.
- The minimum bond required for each agency is 50% of the average monthly County and State auto tag related revenue collected excluding sales tax, based on the preceding fiscal year beginning October 1. The bonding underwriter must be approved by the Manager, Risk Management Division, of the County's General Services Administration.

The minimum general liability insurance for each agency is \$300,000 per occurrence and \$10,000 all risk property coverage per incident.

- If the private branch agency owner enters into an agreement with the Tax Collector to deliver documents and moneys described in Article XVII, Section 2-123 (e), no later than three (3) business days subsequent to the first date that a report may be generated by FRVIS 2000 in a closed status. he/she will qualify for a lower required minimum bond of 25% of

the average monthly County and State auto tag related revenue collected based on the preceding fiscal year beginning October 1. A private branch tag agency who fails to remit funds and related documents within the time described more than two (2) times within a six (6) month period will be required to establish a minimum bond as if they had not entered into the previously described agreement with the Tax Collector.

6. *Dishonored Checks*

Dishonored checks received from branch auto tag agencies will be handled in accordance with A.O. 4-86 which requires a service charge of \$20.00 or 15%, plus a service fee of \$20.00 or 5%, whichever is greater, on the amount of the check. In no case shall the dishonored check charges exceed \$250.00. Future remittances from agencies after their check for collections of state and county taxes and fees have been dishonored, may, at the discretion of the Tax Collector, be by bank check until further notice. If an agency develops a pattern of issuing dishonored checks to the County, it will be grounds for suspension or revocation of its license to operate.

7. *Disqualifications*

- No one may operate or be involved in the ownership of a branch office who may be involved in the sale or transfer of motor vehicles or vessels or is involved in any activity deemed a conflict of interest by the Division of Motor Vehicles, or pursuant to applicable statute, ordinance, regulation or administrative order.
- The Tax Collector shall review each application for ownership along with related documents. After such review, the Tax Collector shall notify the affected applicant by first class mail if there appears to be a disqualification involved in said documents.

8. *Ownership and Disclosure*

In addition to the documents and information required in Section 2-120(e), the Tax Collector shall require full disclosure of ownership of the branch agencies. This full disclosure will include, but is not limited to, all officers of the corporation, all stockbrokers of a corporation and all parties involved in any partnership, firm or other organization involved in the ownership of a branch agency office. This disclosure will be submitted to the Tax Collector on a form prescribed by the County. The disclosure form will be submitted annually during the month of September. When a change of stock ownership occurs at any time, the Tax Collector must be notified within ten (10) working days after such transaction.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M.R. Stierheim
County Manager

BRANCH AGENCY FEE SCHEDULE

I. MOTOR VEHICLES

- | | | |
|----|---|---------|
| 1. | Issuance, transfer replacement of plate and/or decal and registration certificate | \$ 4.00 |
| 2. | Application for original or transfer certificate of title (all kinds, including lien recordings, verifications, all necessary forms, notarizations, sales tax collection or | 15.00 |
| 3. | Application for duplicate title | 5.00 |
| 4. | Application for assignment of lien (Form 365) | 3.00 |
| 5. | Notice of lien included in application title | NONE |

certificate of vessel title and registration (all kinds including lien recordings, verifications, all necessary forms, notarizations, sales tax collection or exemption)

- | | | |
|----|--|------|
| 6. | Application for duplicate vessel title | 5.00 |
| 7. | Notice of lien included in title application | NONE |
| 8. | Notice of lien not included in title application | 3.00 |

III. MISCELLANEOUS

- | | | |
|----|--|-------|
| 1. | Verification of ownership, lien, tag, decal information not included in title application | 2.50 |
| 2. | Preparation of affidavits or forms and notarization related to motor vehicle or vessel registrations not included in title application | 2.00 |
| 3. | Photocopies of documents pertaining to motor vehicles and vessels | 1.50 |
| 4. | Collection of sales tax when not included in title | 1.00 |
| 5. | Fast title service – additional fees | 5.00 |
| 6. | Handicapped parking permits (Temporary/Permanent) | 2.00 |
| 7. | Certificate of Destruction | 15.00 |

IV. FEES TO COUNTY

- | | | |
|----|---|--|
| 1. | Branch agency sale or transfer fee (Sec. 2-120)(c)) | 3% of gross sale amount or \$4,000.00 whichever is greater |
|----|---|--|

The Tax Collector reserves the right to review and approve sales and transfers of branch auto tag agencies to determine that the sales price or transfer valuation represents a bona fide amount.

- | | | |
|----|---------------------------------|--------|
| 2. | Annual occupational license tax | 100.00 |
|----|---------------------------------|--------|

3.	Qualified employee certification fee	50.00
----	--------------------------------------	-------

The above fee is payable to the County for certification of each applicant.
Successful candidates will be awarded a “Qualified Auto Tag Employee” certificate.